

WF-06 PA Workflow Routing Process

Purpose

The purpose of this Job Aid is to show the routing for approval process for PA Workflow Actions.

PA Workflow Action	Reason Code	Routing for Approval	
Z0 - New Hire	All	PA Requestor Division Agency	Funding PA Requestor
Z1 - Promotion	All	PA Requestor Division Agency	Funding PA Requestor
Z2 - Reinstatement/Reemployment	All	PA Requestor Division Agency	Funding PA Requestor
Z3 - Leave of Absence	All	PA Requestor Division Agency	PA Requestor
Z5 - Investigatory w/Pay	All	PA Requestor Division Agency	PA Requestor
Z6 - Suspension	All	PA Requestor Division Agency	PA Requestor
Z7 - Non-Beacon to Beacon	All	PA Requestor Division Agency	Funding PA Requestor
Z8 - Transfer	All	PA Requestor Division Agency	Funding PA Requestor
Z9 - Appointment Change	All	PA Requestor Division Agency	Funding PA Requestor
ZA - Reallocation	All	PA Requestor Division Agency	Funding PA Requestor
ZB - Demotion	All	PA Requestor Division Agency	Funding PA Requestor
ZC – Salary Adjustment	All	PA Requestor Division Agency	Funding PA Requestor
ZD - Cancel Salary Adjustment	All	PA Requestor Division Agency	Funding PA Requestor
ZE - Range Revision	All	PA Requestor Division Agency	Funding PA Requestor
ZF - Separation Pay Continuation	All	PA Requestor Division Agency	Funding PA Requestor
ZG - Separation	All except 21	PA Requestor Division Agency	Funding PA Requestor
ZG - Separation	21 – Pay in Lieu of notice	PA Requestor Division Agency	OSHR Funding PA Requestor
ZH - Career Progression	All except 11	PA Requestor Division Agency	Funding PA Requestor

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